

Lee County Parks and Recreation

San-Lee Park

Position Title: Assistant Naturalist

Job Classification: This is a part time, temporary position. Starting salary is \$8.50/hour and is limited to 1499 hours per fiscal year. May qualify for internship credit pending college/university approval (\$7.50/hour, 40 hours/week).

Application Deadline: Open until filled

Overall Responsibilities:

It is the Assistant Naturalist's responsibility to assist the Outdoor Education Specialist with environmental education programs, Nature Center duties, supervision of other part time staff and volunteers, and interact with the public.

Duties:

Providing environmental educational programs to schools, the public, civic groups, scouts, etc. Feeding, cleaning, and providing basic care for all animals in the Nature Center. Answering questions of public face to face or over the phone. Scheduling programs upon request. Creating/up-keeping the Nature Center displays (inside and outside). Creating monthly bulletin board of events. Helping create brochures or flyers. Filling in for Outdoor Education Specialist when needed. Presenting a positive image of San-Lee Park and Lee County Parks and Recreation. Enforcing policies, rules, and regulations of San-Lee Park. Performing other duties assigned by the Outdoor Education Specialist.

Qualifications

Preferred applicants should be majors (or recent graduates) in biology, zoology, botany, environmental science, science education, outdoor recreation, or other related fields. Proficiency in dealing with the public is a must. Ideal candidates should have experience working with children; familiarity with (or enthusiasm to learn) a variety of environmental education activities; experience in a museum, visitors center, camp; and experience caring for animals. A basic knowledge of the flora and fauna of the Sand hills/Piedmont regions is also desirable. Applicants must be U.S. citizens and have a valid driver's license.

Knowledge, Skills, and Abilities

Ability to: put together an outline for conducting programs; operate different types of tools and machinery; be flexible in all aspects of the job; communicate effectively with the public, co-workers, and other organizations or agencies; act quickly and calmly in emergencies; to work a flexible schedule is a must.

Supervision:

Reports Directly to the Outdoor Education Specialist.

- Helps supervise animal caretaker, camp counselors, and volunteers.

Relationships and Key Contacts:

Has frequent contact with: the general public regarding programs, park policies, and wildlife laws/topics; program participants; other agencies, businesses, schools, etc.; volunteers, co-workers, and other county employees.

Working Conditions:

Physical: Must be physically able to operate a variety of machinery and equipment including: computers, copiers, calculators, fax machines, hammer, drill, garden implements, saws, etc. Must be able to exert up to 50 pounds or more of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects as well as animals. Physical demand is in excess of those for sedentary work. Work requires walking, standing, lifting, bending, kneeling, stooping, and crawling to a significant degree. Must be willing to learn to properly catch and handle various wildlife species including: snakes (venomous and non), hawks, owls, various mammals, turtles, etc.

Exposures: Must be able to work around hazardous substances including bleach, ammonia, paint, glues, various solvents, etc. May be exposed to blood borne pathogens as well as certain zoonotic diseases. Exposure to outdoor elements during all seasons of the year for varying amounts of time.

Application Process:

Applications may be obtained in the Lee County Human Resources Office, Lee County Government Center, 408 Summit Drive, Sanford, NC 27330. Completed applications should be returned to the Human Resources Office.

Contact Information:

Jaime Osborne: josborne@leecountync.gov, 919-776-6221 ext. 2

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Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disabling condition in employment. Lee County is an equal opportunity employer.